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I. INTRODUCTION

The Institute of Museum and Library Services (IMLS) provides Library Services and Technology Act (LSTA) funds to State Library Administrative Agencies (SLAAs). These guidelines are designed to assist eligible applicants in securing and managing LSTA sub-grants administered by the South Carolina State Library.

There are two LSTA specified broad priorities for this funding:

1. Activities using technology for information sharing among libraries and between libraries and other community services.
2. Programs that make library resources more accessible to urban and rural localities, and to low-income residents and others who have difficulty using library services.

Only projects supporting the State Library's LSTA Five-Year State Plan (www.statelibrary.sc.gov/pubs/lstaplan03.html) are approved for sub-grant funding. Priority consideration is given to public libraries and collaborative entities engaged in supporting and executing State Library statewide initiatives (programs that have the entire State's population as potential beneficiaries). Statewide project examples include but are not limited to: interlibrary loan, summer reading and DISCUS.

Types Of Sub-Grants

1. Competitive -- those with application deadlines. Education (CE) awards are competitive sub-grants. (*Guidelines for applying for CE grants are available at www.statelibrary.sc.gov/lib/funding.html.*)
2. Discretionary -- those available throughout the year as funding permits.

Grant approval and funding are made on a Federal Fiscal Year (FFY) basis.

Federal Fiscal Year	Federal Fiscal Year Begins	Federal Fiscal Year Ends	Two-Year Award Period and Cycle of Funding Ends	LSTA State Annual Report Due to IMLS
FFY 2004	Oct 1, 2003	Sept. 30, 2004	Sept. 30, 2005	Dec. 31, 2005
FFY 2005	Oct 1, 2004	Sept. 30, 2005	Sept. 30, 2006	Dec. 31, 2006

The State Library provides a sub-grantee with up to 66% of the total project or program cost and expects no less than 34% from non-Federal, State or local sources or other non-federal entities (including corporations and foundations). The South Carolina State Library strongly recommends cash and/or in-kind support from state, local, and other sub-grantee funding sources as evidence of local involvement and a commitment to the project objectives and expected outcomes. To ensure the continuation of successful projects, sub-grantees should plan for the expiration of federal aid by seeking on-going funding from local tax or other sources.

II. GENERAL OVERVIEW: THE LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

The Museum and Library Services Act of 1996 (P.L. 104-208) created the Institute of Museum and Library Services. It moved the federal library programs from the Department of Education and the museum programs of the former Institute of Museum Services to the new agency.

President George W. Bush signed into law H.R. 13 the Museum and Library Services Act of 2003 (P.L. 108—81). The legislation reauthorized federal support provided by the Institute of Museum and Library Services (IMLS). The amendments made by sections 203, 204, and 305 of this Act became effective on October 1, 2003.

On December 8, 2004, President Bush signed the "Consolidated Appropriations Act, 2005," (P.L. 108-447) which provides a total of \$160,704,000 for dispersal to every state to enhance library services in public, school, academic and research libraries and archives. South Carolina's share is \$2,398,034.

Under (P.L. 108-81) LSTA of 2003 [H.R. 13] the six purposes for which State Library Agencies (SLAAs) can use State-based LSTA funds directly or through sub-grants or cooperative agreements are:

- (1) Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;*
- (2) Developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;*
- (3) Providing electronic and other linkages among and between all types of libraries;*
- (4) Developing public and private partnerships with other agencies and community-based organizations;*
- (5) Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and*
- (6) Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget).*

Only projects supporting the State Library's LSTA Five-Year State Plan and these six purposes are eligible for State Library LSTA sub-grant funding.

III. STATUTORY AND REGULATORY REQUIREMENTS

Grant recipients are required to observe all applicable federal, state, and local laws and regulations applicable to the administration of grants. Standard Form 424B (Rev. 7-97) contains the general assurances for non-construction programs. Visit the IMLS web site at http://www.imls.gov/grants/current/crnt_legref.htm or see "Current Grantee Resources – Legal References" chart that is included in the Appendices.

Complying With The Children's Internet Protection Act (CIPA)

Public libraries must be in compliance with the CIPA requirements to obtain Program Year 2005 funding from State Library Administrative Agencies (SLAAs), except to the extent such libraries are eligible for and receive a waiver of the CIPA requirements. A public library may submit a waiver request if state or local procurement rules or regulations or competitive bidding requirements prevent compliance by the start of Funding Year 2005. Public elementary and secondary school libraries must be in compliance with CIPA to obtain Program Year 2005 funding and are not eligible to receive a waiver.

Libraries that receive services at discount rates under section 254(h)(6) of the Communications Act of 1934 certify compliance under the E-Rate program and do not have to provide an additional certification under IMLS's Library State Grants program.

Under CIPA, State Library Administrative Agencies (SLAAs) must assure the Federal Government that no funds will be made available, for public libraries and public elementary and secondary school libraries, that do not receive E-rate discounts, to purchase computers to access the Internet or pay for the direct costs of accessing the Internet unless the libraries have certified that they have Internet safety policies and technology protection measures in place, e.g., software filtering technology. SLAA's must collect certifications from libraries subject to CIPA that apply to the States for LSTA funding.

SEE APPENDICES: "Internet Safety Certification & Instructions For Applicant Public Libraries - Program Year 2005 Funds" and "Statutory and Regulatory Requirements."

IV. LSTA GRANT CYCLE CALENDAR

2004	Event/Activity
October 1, 2004	<ul style="list-style-type: none"> Beginning of Federal Fiscal Year (FFY) 2005 FFY 2005 Two-Year Grant Award Period Begins
2005	Event/Activity
January - February	<ul style="list-style-type: none"> IMLS Issues FFY05 Program Funds to States State Library Calls for Sub-Grant Project Proposals
March – April	State Library Accepts Completed Project Applications
May	State Library Issues Sub-Grant Project Awards
September 1 st	Sub-Grantees with Projects Funded by LSTA Program Year 2004 Funds Should Complete All Expenditures By or Before September 1, 2005 and Submit “Request for Payment” by the same date
September 30 th	<ul style="list-style-type: none"> FFY 2004 Two-Year Grant Award Period Ends FFY 2005 Ends
October 1 st	<ul style="list-style-type: none"> Sub-Grantees Submit Final Reports for LSTA Projects Funded by Program Year 2004 Funds Beginning of Federal Fiscal Year (FFY) 2006 FFY 2006 Two-Year Grant Award Period Begins
November 1 st	Sub-Grantees Submit Interim Reports for LSTA Projects Funded by Program Year 2005 Funds
November - December	State Library Prepares Sub-Grantee Program Year 2004 Project Reports for Submission to IMLS
December 31 st	State Library Submits Program Year 2004 Expenditures Report to IMLS
2006	Event/Activity
January - February	<ul style="list-style-type: none"> IMLS Issues FFY06 Program Funds to States State Library Calls for Sub-Grant Project Proposals
September 1 st	Sub-Grantees with Projects Funded by LSTA Program Year 2005 Funds Should Complete All Expenditures By or Before September 1, 2006 and Submit “Request for Payment” by the same date
September 30 th	<ul style="list-style-type: none"> FFY 2005 Two-Year Grant Award Period Ends FFY 2006 Ends
October 1 st	<ul style="list-style-type: none"> Sub-Grantees Submit Final Reports for LSTA Projects Funded by Program Year 2005 Funds Beginning of Federal Fiscal Year (FFY) 2007 FFY 2007 Two-Year Grant Award Period Begins
November 1 st	Sub-Grantees Submit Interim Reports for LSTA Projects Funded by Program Year 2006 Funds
November - December	State Library Prepares Sub-Grantee Program Year 2005 Project Reports for Submission to IMLS
December 31 st	State Library Submits Program Year 2005 Expenditures Report to IMLS

V. LSTA SUB-GRANTS: GENERAL ELIGIBILITY CRITERIA

Public Libraries must

1. Meet eligibility requirements for State Aid.
2. Provide free access to Interlibrary Loan Services. *(When necessary, actual cost of postage and/or charges by lending library may be recovered.)*
3. Certify compliance with CIPA for program year 2005 LSTA funds.

State Residential Institutional Libraries must

1. Have full time staff responsible for the library, an organized collection, adequate space, a materials budget, and a minimum of 20 hours of service per week.
2. Submit statistical data to the State Library annually.
3. Provide some opportunity for service to the public or have a strong commitment to resource sharing.

Elementary and Secondary School Library-Media Centers must

1. Be a South Carolina public school; or a federal/state school, or a South Carolina private school that holds Southern Association of Colleges and Schools (SACS) accreditation.
2. Must be in compliance with CIPA's filtering requirements for program year 2005 LSTA funds.

Academic Libraries must

1. Be a South Carolina public college/university or a South Carolina independent college/university that holds non-profit status.
2. Submit statistical data to the State Library annually.
3. Provide some opportunity for service to the public or have a strong commitment to resource sharing.

Special Libraries must

1. Have full-time staff responsible for the library and an organized collection.
2. Provide some opportunity for service to the public or have a strong commitment to resource sharing.

Other Organizations must

1. Be non-profit.
2. Support and/or complement the goals of public libraries or South Carolina State Library statewide initiatives.

VI. SOUTH CAROLINA STATE LIBRARY LSTA FIVE-YEAR PLAN SUMMARY: GOALS & RELATED FUNDING CATEGORIES

NOTE: Funding categories are used by the State Library's Finance Department to assign and distribute reimbursement funds. They are not to be used by sub-grantees as identifiers for project purposes or as project titles. They are offered only as guidance to assist sub-grantees in selecting fundable projects.

GOAL I: *Enhance the informational services environment of South Carolinians by improving access to library resources and materials through the development of sophisticated resource sharing, and superior guidance and training of professional librarians and support staff for South Carolina libraries, with special emphasis on staff in underserved urban and rural communities.*

Related Funding Categories

- I A Network Support
- II A Public Library Automation
- III A CE – External [Technology, Lifelong Learning, Special Populations]
- I C Interlibrary Cooperation
- I D Collection Development
- I E Access to Special Collections
- I F Preservation
- II D Countywide Access

Other Funding Categories

- III B CE – Internal (*South Carolina State Library use only*) [Technology, Lifelong Learning, Special Populations]
- I B Statewide Database Access
(*South Carolina State Library statewide coordinated activity*)

South Carolina State Library Purposes, Statewide Initiatives, and Priorities

- ✓ To provide and expand access to statewide databases for all South Carolina citizens through the DISCUS program. (*South Carolina State Library statewide coordinated activity*)
- ✓ To provide a renewed infrastructure and support for South Carolina State Library interlibrary loan and resource sharing program. (*South Carolina State Library statewide coordinated activity*)
- ✓ To promote increased information sharing through access to local interest information through digitization of unique documents in cooperation with the South Carolina Department of Archives and History and other South Carolina cultural and historical organizations, which house unique collections.
- ✓ Provide training opportunities for library staff in areas such as reference and information retrieval skills.
- ✓ Digitizing special collections for preservation and access.
- ✓ Encouraging preservation of library materials and providing related training.

SOUTH CAROLINA STATE LIBRARY LSTA FIVE-YEAR PLAN: GOALS & FUNDING CATEGORIES (continued)

GOAL II: *Further the development of public library services and programs through continued support and guidance for South Carolina's public library directors, staff, boards of trustees, and friends groups, to improve the quality of library service within each community served.*

Related Funding Categories

- II B Public Library Support
- II C Children's & Youth Services
- II D Countywide Access
- III A CE – External [Technology, Lifelong Learning, Special Populations]

South Carolina State Library Purposes, Statewide Initiatives and Priorities

- ✓ Provide resources and services to meet the reading and informational needs of adults, children, and youth.
- ✓ Provide consultant services as requested in identified areas of need, such as general development, automation technology outreach to special needs populations, and youth services.
- ✓ Promote training and workshops that encourage the development and improvement of library services to communities.
- ✓ Provide grants to libraries and other cultural and literary organizations supporting and/or complementing the goals of public libraries to extend library services to underserved, to promote reading and the literary arts, and to extend access to library services through outreach and bookmobile services.

GOAL III: *Encourage the adoption and implementation of a statewide marketing plan through a centrally organized and professional team of library and non-library staff members that promote general library concepts and usage for all rural and underserved urban communities.*

Related Funding Categories

- II B Public Library Support
- III A CE – External [Technology, Lifelong Learning, Special Populations]
- IV A Marketing

South Carolina State Library Purposes, Statewide Initiatives and Priorities

- ✓ Facilitate the implementation of targeted marketing plans that focus on the value of public libraries to rural and underserved urban communities.
- ✓ Implement a statewide marketing plan by taking the leadership role to present certain components of the plan so as to enable libraries to tailor it to their communities.
- ✓ Present public relations and effective public library marketing technique workshops to library staff members, boards of trustees, and Friends groups.

SOUTH CAROLINA STATE LIBRARY LSTA FIVE-YEAR PLAN: GOALS & FUNDING CATEGORIES (continued)

GOAL IV: *Foster the development of initiatives and strategies through partnerships and the establishment of library cooperatives and consortia to improve utilization of resources, collections, and services in South Carolina libraries.*

Related Funding Categories

- 1A Network Support
- 1B Statewide Database Access
(South Carolina State Library statewide coordinated activity)
- I C Interlibrary Cooperation
- I D Countywide Access
- I E Access to Special Collections
- II B Public Library Support

Note: Goal IV is a statewide coordinated activity with discretionary awards available for the establishment of consortia.

South Carolina State Library Purposes, Statewide Initiatives and Priorities

- ✓ Provide a mechanism to renew the infrastructure for a statewide interlibrary loan process and to develop a structure to encourage and facilitate the establishment of consortia and the sharing of resources by libraries of all types.
- ✓ Encourage, support, and coordinate the development of a statewide 24/7 virtual reference program.
- ✓ Development of next generation web-based integrated library systems applications upgrades, and Z39.50 interface to promote collaboration and continued connectivity.
- ✓ Promote and actively participate in library consortia and associations.

VII. SUBMITTING AN LSTA PROJECT APPLICATION

For assistance with development of an LSTA sub-grant application, contact Dr. Curtis R. Rogers, Director, Division of Statewide Library Services. (Email curtis@leo.scsl.state.sc.us)

For LSTA Sub-Grant Project Forms see Appendices. Online fillable forms are available at www.statelibrary.sc.gov/lib/funding.html.

STEP 1 – The LSTA Sub-Grant Project Proposal

The proposal process allows libraries to present project ideas without expending an inordinate amount of time developing an official application that may not meet funding requirements. Library Development Services staff are available to assist with proposal development. The South Carolina State Library issues a call for project proposals/letters of intent upon receipt of its LSTA award notice from IMLS. The State Library's LSTA Review Committee (Director, Deputy Director/LSTA Coordinator, Director of Statewide Library Services and Library Development Services staff) evaluate proposals.

Written proposals (no standard forms are required), two (2) pages or less, should be submitted to the Deputy Director/LSTA Coordinator and must include the following:

- | | |
|----------------------------------|--|
| 1) Applicant contact information | 6) General Summary of Project Purpose, Service Need, Target Group, and Primary Service |
| 2) Project Title | 7) Budget Proposal (<i>up to 66% LSTA and 34% local match</i>) |
| 3) LSTA Purpose | |
| 4) State Goal | |
| 5) Project Start/End Dates | |

Step 2 – The LSTA Sub-Grant Application

Applicants must submit one (1) paper copy with original signatures and one (1) photocopy. All required forms submitted must match the current LSTA grant cycle. **Applicants are encouraged to submit applications in accordance with established deadlines.**

Applications received after established deadlines are considered only when the State Librarian determines there are unencumbered LSTA sub-grant funds available for the award of additional sub-grants.

To ensure successful development of sub-grant applications, contact the Library Development Services consultant staff.

Application forms and instructional guidelines are available online at www.statelibrary.sc.gov/lib/funding.html.

SUBMITTING AN LSTA PROJECT APPLICATION (continued)

An official LSTA sub-grant application packet consists of:

Part I: LSTA Project Application Form

- ✓ **Sub-Grant Project Title.** Indicate the title you have given to your project. *(State Library LSTA funding categories should not be used as project titles.)*
- ✓ **Name, Address, Telephone Number and E-mail** of (a) Applicant (b) Project Administrator (c) Fiscal Officer (**NOTE:** *Applicant is the library, agency, organization or other qualifying institution submitting the sub-grant application.*)
- ✓ **Congressional District(s)** served by the project.
- ✓ **Number of Persons Targeted for Service** (**NOTE:** *Calculate the estimated percentage/likely number of people to be impacted by your project. Except for statewide initiatives, avoid citing the entire population of a county, town, or state.*)
- ✓ **Primary User(s)** The people who will use the products or services provided under the LSTA-funded project. Select at least one primary user descriptor. SEE APPENDICES.
- ✓ **Primary Service Descriptors.** Select at least one that reflects the kind of service that is the focus your project. SEE APPENDICES.
- ✓ **LSTA Purpose.** Please select the one LSTA purpose that best characterizes your project. SEE APPENDICES.
- ✓ **State Goal.** Your project should relate to one or more of the goals the State Library has included as part of its Five-Year Plan. Select the one that best characterizes your project. SEE APPENDICES.
- ✓ **Evaluation Methods.** Please indicate the evaluation process that will be used. *(Outcome based evaluation [OBE] is the preferred evaluation method.)* SEE APPENDICES.
- ✓ **Budget.** Indicate LSTA Grant Funds requested and other funds (State Aid, Lottery and any local or other fund sources) to be used as the cash and or in-kind match (value of goods and or services provided by the sub-grantee) to be contributed toward the total project costs. *(The match must be at least 34%.)*

Part II: Detailed LSTA Project Narrative

The following must be included in the narrative of each application:

1. **Sub-Grant Project Title.** Indicate the title you have given to your project. *(State Library LSTA funding categories should not be used as project titles.)*
2. **State Goals.** Your project should relate to one or more of the goals the State Library has included as part of its Five-Year Plan. Select the one that best characterizes your project and document your project's relationship to that goal. SEE APPENDICES.

SUBMITTING AN LSTA PROJECT APPLICATION (continued)

Part II: Detailed LSTA Project Narrative

3. **Purposes for Use of LSTA Funds.** The LSTA sets forth purposes for which State Library Agencies can use State-based LSTA funds directly or through sub-grants or cooperative agreements. While a project can involve more than one purpose, please select the one purpose that best characterizes the project. SEE APPENDICES.
4. **Project Purpose, Service Need and Description of Target Group.** Describe the need for the project. Federal funding sources already know that sub-grant applicants are dealing with inadequate local financial resources. Focus instead on the target group and their needs. The project purpose should answer the questions: what we do, for whom, and for what expected outcome or benefit. Estimate the anticipated number of people that may potentially use and benefit from the project. If the project is designed to serve specific populations, such as children, elderly, people with disabilities, limited English-speaking, and the like, the estimate should be based upon that particular group's percentage of the total library service population. **Do not automatically use the total estimated population of a service area.**
5. **Goal(s), Service Objective(s), and Activities/Methods.** Describe how the project is to be carried out. Identify each activity in relationship to its objective and describe the procedures that will be used to carry out those activities. Quantitative objectives are preferred, but qualitative objectives may be utilized. For example: How many workshops are to be conducted? How is the service to be promoted? Also, describe available resources, including staff and others involved in the implementation and administration of the project, library materials, equipment, and facilities. Include a timeline for critical events and specify their relationship to the project. **A sub-grant project activity timeline must coincide with the federal grant period cycle.** *(See Grant Cycle Calendar)*
6. **Partnerships.** Applicants are encouraged to develop partnerships to the fullest extent possible when appropriate. Describe the procedures that will be used to involve library users, potential users and other collaborative partners in your LSTA-funded project. **If partnership development is not appropriate for your project, include a brief statement that explains why.**

SUBMITTING AN LSTA PROJECT APPLICATION (continued)

7. **Budget documentation and justification.** The budget must reflect the total cost of the project and must include funds from all sources. **The total project cost is the sum resulting from the addition of the requested LSTA funds, the cash and the in-kind match.** Project budget narrative must specify exact amount for cash vs. in-kind local match. The budget must also provide a breakdown of personnel, library materials, equipment and other costs by source of funds. All requests for funding for equipment must be accompanied by a detailed list of the equipment to be purchased. The list must include the name of the item, the number of items to be purchased, the estimated per unit cost of each item, and the total cost. *(Upon approval by the South Carolina State Library, items of equipment costing \$5,000 or greater with more than one year of usable life may be purchased with grant funds.)*
8. **Marketing Plan.** Sub-grantees are required to actively publicize LSTA funded projects. Describe the specifics for promoting use and awareness of services to be provided by the LSTA funded project. Include a timetable for each associated activity. *See Appendices, "Publicizing Your LSTA Sub-Grant Award."*
9. **Evaluation Plan.** *If OBE is not appropriate for your project, include a brief statement that explains why.* Outcome based evaluation (OBE) is the preferred evaluation method. The OBE evaluation process provides information about the degree to which a project has met its goals in terms of creating benefits for individuals. Describe the methodology/evaluation process that is to be used to evaluate the success of activities used to meet the project goals and objectives. Please include a description of the ways outcomes (change in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part by experiencing the project) are to be gathered, such as through a survey, pre- and post-tests given in training, or other systematic measures of intended outcomes. Include methodology for obtaining statistical data or outputs (measures of the volume of a program's activity: products created or delivered, people served, activities and services carried out). **Outputs are almost always numbers; Outcomes are the "people" or what happened because of the outputs.**
10. **Continuation of successful projects.** Describe anticipated future operating costs and plans for continuation of successful projects once sub-grant funds are no longer available. Identify any anticipated future need for LSTA funding.

VIII. LSTA SUB-GRANT AWARD PROCESS

In selecting projects for funding, the South Carolina State Library's LSTA Review Committee takes into account the past success of the applicant in implementation of grants, meeting deadlines and continuation of prior projects. Project narratives are carefully reviewed. When appropriate, the value of the project for replication by others is also considered.

An official sub-grant award notice, signed by the Director of the South Carolina State Library, is sent to the recipient. Once issued, the Grant Award Notification identifies the grant period within which the sub-grantee may carry out activities and charge costs to the award. **The award date is the date on the award notice.**

The LSTA award is a contract between the recipient and the South Carolina State Library stating that funds received will be expended as outlined in the application and that local tax funding will not be reduced due to receipt of LSTA funds. Upon acceptance of an LSTA sub-grant from the South Carolina State Library, the sub-grantee agrees to abide by LSTA statutory and regulatory requirements and by South Carolina State Library program guidelines.

Federal funds must be expended only for the purposes for which the sub-grant is awarded and must be spent in accordance with all applicable laws and regulations governing LSTA. Federal Funds may not be used for political purposes.

Upon acceptance of an LSTA sub-grant, the sub-grantee also stipulates that it is understood that all obligations and activities will be completed within the grant award period. The Grant Period is aligned with the federal fiscal year, which begins October 1 and ends September 30. For Program Year 2005 funded projects, recipients should expend all award funds by or before September 1, 2006. (See APPENDICES for sample award notification form.)

Through sub-grantee compliance, SLAAs avoid having to withhold grant funds, suspend or terminate a grant, require the return of grant funds, and/or jeopardize pending or future LSTA sub-grant applications.

IX. EXPENDITURE OF LSTA SUB-GRANT FUNDS: ADMINISTRATIVE GUIDELINES

(Adapted from the IMLS document, "Guidance for Using your Grant Award Funds")

- ✓ Sub-grant funds may be expended only for activities supporting the goals and objectives identified in the approved project.
- ✓ Sub-grant recipients should be prepared to place orders for materials, equipment, and other project related items immediately upon receipt of the Notice of Award.
- ✓ **Funds cannot be obligated or expended until an applicant is officially notified of a sub-grant award.** Invoices with dates prior to the approval of the sub-grant award are not approved for payment and do not qualify as matching funds.
- ✓ A matching requirement is one under which a grantee is required to contribute a portion of the total project cost. **It is not required by federal or state regulations for sub grantees, but the South Carolina State Library strongly recommends cash and/or in-kind support from sub-grantee local or other funding sources.** This provides evidence of local involvement and a commitment to the project objectives and expected outcomes. **Cash support is the preferred match.**
- ✓ Sub-grant funds may not be expended for unapproved changes or for unallowable costs as identified in OMB Circular A-87 Revised. (See APPENDICES: "Tip Sheet: Allowable/Unallowable Costs")
- ✓ Grant funds may not be expended for any changes in the program goals and objectives without prior South Carolina State Library approval. Approval for changes must be requested in writing and sent to the attention of the Deputy Director/LSTA Coordinator. *NOTE: Please discuss changes in program goals/objectives with your South Carolina State Library Project Consultant prior to submitting them to the Deputy Director/LSTA Coordinator.*
- ✓ Changes that alter projects, budgets or activities must be submitted in writing to the South Carolina State Library for approval prior to implementation. *(See Request for Transfers or Revisions in LSTA Project Budgets form)* *NOTE: Please discuss budget changes with your South Carolina State Library Project Consultant prior to submitting them to the Deputy Director/LSTA Coordinator.*
- ✓ Upon approval by the State Library, items of equipment costing \$5,000 or greater with more than one year of usable life may be purchased with grants funds.
- ✓ **The State Library's Finance & Business Operations (F&BO) Department requires that sub-grantees expend all grant monies by or before September 1st and that "Requests for Payments" reach the F&BO department by the same date. Failure to meet this requirement means that timely delivery of reimbursement funds cannot be guaranteed.**

EXPENDITURE OF LSTA SUB-GRANT FUNDS (continued)

- ✓ **LSTA is a reimbursable program.** To minimize the time elapsing between the transfer of funds from the U.S. Treasury and the disbursement by the sub-grantee, payments are made to sub-grantees upon documentation of expenditure of funds. The South Carolina State Library generally makes no more than three (3) payments for each sub-grant. Each of the first 2 requests for payments should be at least 1/3 of the total award and the last request for payment should be for the balance of the sub-grant awarded. (*See forms: Request for Payment, Personal Services Report and Personal Services Requisition.*) If a sub-grantee lacks sufficient working capital, for personal services payment needs, arrangements may be made to provide a working capital advance. In these cases, the sub-grantee must submit all required documentation in accordance with associated federal regulations. Every effort is made to accommodate needs deemed valid and in accordance with applicable guidelines and regulations.

Reimbursement Procedures

- ✓ **Payments for county and regional library sub-grants are made to the county treasurer for credit to the library.** Payment for sub-grants awarded to other libraries within governmental agencies are made payable to the governmental agency. Payments for other entities are made directly to the applicant.
- ✓ **Payment is made upon receipt of a properly completed “request for payment” form (latest version for the FFY allotment award period) accompanied by required documentation of expenditures.** All documentation must be legible, clearly indicate the amount paid with LSTA funds, and be approved for payment by the fiscal officer listed on the LSTA project application. Legible fax copies are acceptable.
- ✓ **Each invoice submitted as documentation for reimbursement must clearly indicate that it has been APPROVED FOR PAYMENT. Approval for Payment consists of the following:**
 1. The words “Approved for Payment” indicating that the goods and/or services have been received as ordered and in acceptable condition.
 2. Project Funding Category.
 3. South Carolina State Library assigned Project Identification Number.
 4. Fiscal Year of Grant.
 5. Budget category and amount charged to LSTA funds.
 6. Fiscal Officer’s signature or initials and date.

EXPENDITURE OF LSTA SUB-GRANT FUNDS (continued)

✓ **Acceptable documentation of expenditures includes, but is not limited to, legible copies of the following:**

1. Invoices that include name of the vendor, invoice number, date, description of goods and/or services, quantity, unit cost, applicable shipping and handling charges, taxes, discounts, and total amount.
2. "Personal Services Report" forms that include the name of the employee, dates covered and total personal services cost (salary, fringe benefits, and total amount).
3. Copies of a contract must be attached for reimbursement of contractual costs.
4. Documentation is required for requests for capital advances, and requests must be submitted on the proper forms.
5. Travel costs must be submitted on the forms provided or on local forms providing the following information:
 - ♦ Name and social security number of staff member
 - ♦ Purpose of travel
 - ♦ Date and time of departure
 - ♦ Date and time of return
 - ♦ Destination of travel
 - ♦ Automobile miles
 - ♦ Claim for meals, lodging, air or other transportation, registration fees, and other costs associated with the travel

Receipts are required for:

- ♦ Lodging
- ♦ Air or other transportation
- ♦ Registration fees, parking and other associated costs

Receipts are required for meals unless the sub-grantee uses the state per diem schedule.

✓ **Unacceptable documentation of expenditures, includes, but is not limited to, copies of the following:**

1. Personal credit card receipts
2. Purchase orders (EXCEPTION: The purchase order is the only invoice provided by the company)
3. Proforma invoices (*Pro Forma - Presentation of financial information that gives effect to an assumed event*)
4. Packing slips, unless the vendor's billing system provides only packing slips, not an invoice. In this case sub-grantees should submit a copy of the packing slip with a note indicating that this is the only billing form provided by the vendor.

EXPENDITURE OF LSTA SUB-GRANT FUNDS (continued)

Sub-Grantee Responsibilities

- ✓ Sub-grantees must obtain prior approval in writing from the South Carolina State Library for:
 1. Significant revision of the scope or objectives of a project (regardless of whether there is an associated budget revision).
 2. Revisions in budget line items of more than 25%. (Note: All budget changes must be discussed with the assigned LDS Project Consultant followed by submission of the form “Request for Transfers or Revisions in LSTA Project Budgets” and prior to submission of “Request for Payment(s)” forms—regardless of the amount.)
 3. Changes in key project personnel (administrative and programmatic).
 5. Obtaining services of a third party, not approved in the application, to perform activities central to the purpose of the sub-grant award.
 6. Purchase of equipment not approved in the original application and equipment costing \$5,000.00 or greater with more than 1 year of usable life.
- ✓ Sub-grantees are required to:
 1. Identify, in accounts, all Federal funds received and expended and the Federal program under which awards were received. Federal program and award identification shall include, as applicable, the CFDA title and number, award number and year, name of the Federal agency (IMLS), and name of the pass-through entity (South Carolina State Library).
 2. Manage awards in compliance with laws, regulations, and the sub-grant agreement.
 - Sub-grantees must maintain records of expenditures to facilitate an effective audit. Accounting records must contain information pertaining to the sub-grant award and authorization, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income; and must be supported by source documents such as canceled checks, vouchers, invoices, and payroll. Separate sets of cash control ledgers must be maintained for each fund and project.
 - Sub-grantees are required to provide authorized state and/or federal representatives access to the project site, books, documents, papers, and all other records pertinent to the sub-grant, for audit examination purposes and to ensure program compliance.
 - Sub-grantees are required to maintain effective control and accountability for real and personal property and other assets and to adequately safeguard all such property and assure that it is used solely for authorized purposes.
 3. Comply with the laws, regulations, and the provisions of the sub-grant agreement.

EXPENDITURE OF LSTA SUB-GRANT FUNDS (continued)

4. Prepare appropriate financial statements, including the schedule of expenditures of Federal awards in accordance with OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations, Subpart C--Auditees, Section .310 Financial statements.
5. Ensure that an annual audit is properly performed, reviewed by the appropriate library official, and submitted to the South Carolina State Library 30 days after receipt of the auditor's report(s), or no later than (9) nine months after the end of the audit period. Audits of all LSTA grants made to local governmental agencies are required as specified in OMB Circular A-133.
6. Follow-up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with OMB Circular A-133, Subpart C--Auditees, Section .315 Audit findings follow-up.

Allowable & Unallowable Costs

- ✓ All costs necessary and reasonable for the proper and efficient administration of a project are allowable costs that may be proposed as budget items in a LSTA grant application, as per OMB Circular A-87 "Cost principles for State, Local, and Indian Tribal Governments." The Circular includes definitions for costs designated as unallowable.

The following are just some of the costs that are unallowable:
Alcoholic Beverages
Bad debts
Contingencies
Contributions and Donations
Defense & Prosecution of Criminal and Civil Proceedings, and Claims
Entertainment (<i>NOTE: It is recommended that libraries utilize Friends Groups or other non-profits to fund costs for entertainment</i>)
Fines and Penalties
Idle Facilities and Idle Capacity
Interest
Lobbying
Under recovery of cost under grant agreements (excess cost for one grant are not chargeable to another grant).

- ✓ OMB Circular A-87 is used to determine allowable costs. Copies of A-87 may be accessed at: <http://www.whitehouse.gov/OMB/circulars/a087/a087-all.html>. If in doubt about an allowable cost, contact your designated South Carolina State Library Project Consultant. **SEE APPENDICES: "Tip Sheet: Circular A-87: Allowable/Unallowable Costs."**

EXPENDITURE OF LSTA SUB-GRANT FUNDS (continued)

Audit Information

- ✓ Sub-grantees are subject to the audit requirements contained in the Single Audit Act of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations." A schedule of expenditures by source of funds should be attached to the audit. Include the sub-grantor (South Carolina State Library), CFDA number, and grant award number for each LSTA sub-grant.
- ✓ Sub-grantees must ensure that an annual audit is properly performed, reviewed by the appropriate library official, and submitted to the South Carolina State Library thirty (30) days after receipt of the auditor's report(s), or no later than nine (9) months after the end of the audit period. Audits of all LSTA grants made to local governmental agencies are required as specified in OMB Circular A-133.
- ✓ The threshold includes all Federal financial assistance and Federal cost-reimbursement contracts that non-federal entities receive directly from Federal awarding agencies or indirectly from pass through entities.
- ✓ The non-Federal entity is the parent organization under which the sub-grant recipient operates. For example, the non-Federal entity for sub-grants to:

County And Regional Library Systems	is	The County Government
College And University Libraries	is	The College or University
Technical College Libraries	is	The Technical College
K-12 School Library/Media Centers	is	The School District

- ✓ The project is not closed out until the required audit, submitted by the sub-grant recipient has been accepted by the South Carolina State Library. If the audit does not document the receipt and expenditure of funds by source, the sub-grant recipient must submit supplemental information documenting the receipt and expenditure by source of funds reconciled to the audit. The South Carolina State Library's Finance and Business Operations department notifies sub-grantees of audit problems.

Records Retention (45 CFR 1183.42):

- ✓ All financial and programmatic records, supporting documents, statistical records and other records pertinent to an LSTA grant must be retained for three (3) years from the day the sub-grantee submits its last expenditure/audit report to the South Carolina State Library. If any litigation, claim, negotiation, audit or other action involving the record has been started before the expiration of the 3-year period, the record must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.
- ✓ At all times during the retention period, the South Carolina State Library, IMLS, the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any books, documents, papers, or other records pertinent to an LSTA sub-grant.

EXPENDITURE OF LSTA SUB-GRANT FUNDS (continued)

DUNS Number and the State Grant Program

- ✓ The SLAAs are not required to obtain a DUNS number from their sub-grantees. The DUNS number is a unique nine digit identification sequence developed by Dun and Bradstreet, Inc., which provides unique identifiers of single business entities, while linking corporate family structures together. State Library Administrative Agencies (SLAAs) must include a DUNS number with any applications to the Federal government for grants or cooperative agreements. SLAAs must also include a DUNS number for renewal of an award. Additional information on the DUNS number may be found at *http://www.dnb.com/us/duns_update/index.html*.

X. LSTA SUB-GRANT INTERIM AND FINAL PROJECT REPORTS

General information

The Institute of Museum and Library Services uses evaluations to document the positive life changing impact of federal funds on local communities. Well-written evaluations that show how library programs affect individuals capture the attention of Congress and make a persuasive case for continued and increased LSTA funding. *(See the American Library Association's ALA Success Stories web site at <https://cs.ala.org/lsta/>. Click "Find a Story" and select South Carolina.)*

The evaluation report should review the success of achieving performance goals and explain and describe all instances where performance goal(s) are not met. To document "life changing" stories, answer these questions: (1) What happened because of the program? (2) What impact did it have? It is essential that sub-grant recipients:

1. Describe outcomes as benefits to a project's targeted group.
2. Document observations that credibly demonstrate change or desirable conditions.
3. Communicate the value and quality of the project.

Evaluation reports are due as noted:		
Federal Fiscal Year Funding	Interim Report Due	Final Report Due
FFY04	<i>Reports submitted Oct 04</i>	November 1, 2005
FFY05	October 2005	November 1, 2006

An LSTA Sub-Grant Interim Report is complete when the following are provided:

1. **Name, Address, Telephone Number and E-mail** of (a) Sub-grantee (b) Project Administrator (c) Fiscal Officer
2. **Report Type.** Indicate interim or final report.
3. **Number of Persons Benefiting Directly from the Project.** *NOTE: For the interim report only, if at this stage you have no preliminary numbers for persons who used or benefited directly from the services provided by the project, indicate "N/A".*

A default number that reflects the total population of the service area or the potential population to be reached is not preferred. Ideally, each person should be counted only once even though he or she may have used the service several times. For example, in "Good Folks State", which has a population of 745,600, there were 14,678 interlibrary loan requests made by 13,233 people to the statewide interlibrary loan (ILL) system supported by LSTA funds. The number of "persons served" is 13,233, not 745,600.

LSTA SUB-GRANT INTERIM AND FINAL PROJECT REPORTS (continued)

4. **Expenditures.** *If at this stage, you have no expenditures, indicate “none to date.”*

Include LSTA grant funds in column 1, State Aid funds in column 2, Lottery funds in column three (3) and any other funds in column four (4). If in-kind contributions are a significant factor in your project, use your report narrative to specify which dollar amounts reflected on the form are actually in-kind contributions and not an actual cash match. **NOTE:** When sub-grantee expenditure reports do not reconcile with South Carolina State Library financial records, sub-grant recipients are contacted by the South Carolina State Library’s Finance & Operations Department.

5. **Narrative.** *(See final report guidelines)* Depending on your progress at this stage, you may or may not be able to report on all required narrative sections. Therefore, address all sections as your progress allows. Also, indicate any special circumstances that are affecting progress, negatively or positively, toward accomplishing project objectives. A summary of the project results and accomplishments to date must be provided.

An LSTA Sub-Grant Final Report is complete when the following are provided:

1. **Name, Address, Telephone Number and E-mail** of (a) Sub-grantee (b) Project Administrator (c) Fiscal Officer
2. **Report Type.** Indicate interim or final report.
3. **Number of Persons Targeted for Service** *(See interim report guidelines)*
4. **Expenditures.** *(See interim report guidelines)*
5. **Narrative**--Please follow the outline below:
 - A. **Summary of overall purpose of the project.** Answers the questions: what we do, for whom, and for what expected outcome or benefit. **If there are no changes from the original project application narrative, note such and proceed to item (B).**
 - B. **Project Activities/Methods.** In this section describe how the project was carried out. For example: How were workshops conducted? How was the service promoted? How were digital images from a historical collection captured, cataloged and made accessible? Review each specific project objective and provide a brief summary for each. Describe important activities relating to the objective and circumstances that affected the achievement of, or failure to achieve, the objective. If the project objectives were significantly surpassed or not met, the activity summary should include an explanation.

LSTA SUB-GRANT INTERIM AND FINAL PROJECT REPORTS (continued)

C. Description of project results

Project Outcomes -- This is the section where outcomes measured during evaluation are reported for a specific project. Project outcomes are a change in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part by experiencing the project. Outcome based evaluation (OBE) provides information about the degree to which a project has met its goals in terms of creating these benefits for individuals. Please include a description of the ways outcome information was gathered, such as through a survey, focus group sessions, pre- and post-tests given in training, or other systematic measures of intended outcomes.

Project Outputs -- Outputs are measures of the volume of a program's activity: products created or delivered, people served, activities and services carried out. Outputs are almost always numbers.

Anecdotal Information -- This information should include client stories, reports of comments, feedback, and observations about how people used the products or services of a project, especially how they benefited from them. Any project can include anecdotal information—it "puts a face" on the project's work. The information that is reported in this section is informal in nature, whereas the information reported under Project Outputs and Project Outcomes comes from specific counts or measures.

In-kind contributions -- Use this section to report the total value of goods and services, of significant factor in the success of the project, provided by the sub-grant recipient towards the project.

Other results -- This is the section where you can report results not documented in any of the above sections. For example, if partnerships/collaborations are a factor in the success of your project and you failed to report such, use this section to do so.

- D. **Exemplary Reason.** Do you consider your project to be worthy of the IMLS "exemplary" status? If no, skip this item and proceed to item (E). If yes, describe the factors that you consider merit selection of the project as exemplary, such as innovation and vision, impact on target audience, serving new population group, etc.
- E. **Ongoing Activities.** Describe programs, services and activities that are to be continued with local funding.

LSTA SUB-GRANT INTERIM AND FINAL PROJECT REPORTS (continued)

- F. **Summary comments.** Use this section for any additional comments you need to make about your report, e.g., advice to others considering similar projects.
- G. **Single copies of publicity materials.** Sub-grantees must include copies of all LSTA project related publicity materials, e.g., newspaper articles, videos, press releases, bookmarks, brochures, flyers, etc. A single copy of each item is sufficient.

XI. SOUTH CAROLINA STATE LIBRARY LSTA STAFF CONTACT INFORMATION

<p style="text-align: center;">South Carolina State Library P.O. Box 11469 Columbia SC 29211 803-734-8666 Fax: 803-734-8676 www.statelibrary.sc.gov</p>
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SOUTH CAROLINA STATE LIBRARY LSTA REVIEW COMMITTEE

Library Development Services (LDS) staff serve as LSTA Sub-Grant Project Consultants and provide assistance with development of sub-grant proposals, official applications, and with interim/final project reports/evaluations. For referral to the appropriate South Carolina State Library Project Consultant, contact Dr. Curtis R. Rogers. Questions or concerns related to the administration of the South Carolina State Library's LSTA Program may be directed to Guynell Williams, Deputy Director /LSTA Coordinator.

NAME	TITLE	PHONE	E-MAIL
<u>Connor, Jane G.</u>	Youth Services Consultant	803-734-8658	janec@leo.scsl.state.sc.us
<u>Hotchkiss, Deborah</u>	Continuing Education Coordinator	803-734-8646	deborah@leo.scsl.state.sc.us
<u>Johnson, James B., Jr</u>	Director, South Carolina State Library	803-734-8666	jim@leo.scsl.state.sc.us
<u>Law, Libby P.</u>	Public Library Consultant	803-734-8653	libby@leo.scsl.state.sc.us
<u>Reddick, Thomas</u>	Library Development Consultant	803-734-6061	thomas@leo.scsl.state.sc.us
<u>Rogers, Curtis R.</u>	Director , Division of Statewide Library Services	803-734-8928	curtis@leo.scsl.state.sc.us
<u>Vereen, Felicia</u>	Automation Consultant	803-734-8645	feliciav@leo.scsl.state.sc.us
<u>Williams, Guynell</u>	LSTA Coordinator & Deputy Director, South Carolina State Library	803-734-4619	guynell@leo.scsl.state.sc.us

SEND THE FOLLOWING AS APPLICABLE TO

*Guynell Williams, Deputy Director /LSTA Coordinator, South Carolina State Library, P.O. Box 11469
Columbia SC 29211*

(1) Copy of LSTA Sub-Grant Project Proposal/Letter of Intent

LSTA Sub-Grant Project Application: (1) Paper copy with original signatures and (1) photocopy

(1) Copy of Completed Interim and Final LSTA Sub-Grant Project Report/Evaluation/Narrative

(1) Copy of Other Required LSTA Sub-Grant Forms with Original Signatures

NOTE: All LSTA forms must be sent as paper copies with original signatures.
LSTA project narrative and other narrative reports may be sent electronically.

XII. APPENDICES

- A. **Primary User(s)** – The people who will use the products or services provided under the LSTA funded project. Some primary user descriptors do not have secondary descriptors. *Select at least one primary user descriptor and no more than three.*

PRIMARY USER DESCRIPTORS	SECONDARY USER DESCRIPTORS – (Optional)
1. Adults	
2. Children	2(a) Disadvantaged children
3. Institutionalized persons (includes people in correctional, hospital, and penal institutions)	
4. Library staff	
5. Non/limited English speaking persons	
6. People with special needs (includes children)	6(a) Blind and visually-impaired persons (b) Deaf and hearing-impaired persons (c) Developmentally disabled (d) Homebound persons (e) Other: (be specific)
7. Pre-school children	
8. Public library trustees	
9. Rural populations	
10. Senior citizens	
11. Statewide public	
12. Urban populations	
13. Young adults and teens	

APPENDICES (continued)

B. SOUTH CAROLINA STATE LIBRARY LSTA 5-YEAR PLAN OBE STATE GOALS
GOAL I: Enhance the informational services environment of South Carolinians by improving access to library resources and materials through the development of sophisticated resource sharing, and superior guidance and training of professional librarians and support staff for south Carolina libraries, with special emphasis on staff in underserved urban and rural communities.
GOAL II: Further the development of public library services and programs through continued support and guidance for South Carolina's public library directors, staff, boards of trustees, and friends groups, to improve the quality of library service within each community served.
GOAL III: Encourage the adoption and implementation of a statewide marketing plan through a centrally organized and professional team of library and non-library staff members that promote general library concepts and usage for all rural and underserved urban communities.
GOAL IV: Foster the development of initiatives and strategies through partnerships and the establishment of library cooperatives and consortia to improve utilization of resources, collections, and services in South Carolina libraries.

C. LSTA PURPOSES for which State Library Agencies <u>can use</u> State-based LSTA funds directly or through sub-grants or cooperative agreements are:
1. Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
2. Developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
3. Providing electronic and other linkages among and between all types of libraries;
4. Developing public and private partnerships with other agencies and community-based organizations;
5. Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
6. Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

D. PRIMARY/SECONDARY SERVICE DESCRIPTORS

Select at least one (1) but no more than three (3) primary service descriptor(s) to reflect the kind of service that is the focus of the project being reported or proposed. (OPTIONAL -- Up to three (3) secondary descriptors, for each primary descriptor may also be selected.)

PRIMARY SERVICE DESCRIPTORS	SECONDARY SERVICE DESCRIPTORS
1. Continuing education for the public	1(a) Distance education (includes web-based training) (b) Lifelong learning
2. Cultural heritage programs	2 (a) Local history (b) Preservation
3. Digitization and digital library projects	3(a) Digitization (b) Digital library projects
4. Economic development	4(a) Job and career services (b) Small business services
5. Education-related services for children and teens	5(a) After school programs (b) Home schooling (c) Homework centers (d) Pre-school programs (e) Reading development (f) Reading readiness (g) Summer reading programs
6. Information access and services	6(a) Business information services (b) Collection development (c) Community information services (d) Database access (e) E-books (f) Government information services and archives (g) Health information services (h) Information & referral (I&R) (i) Local information (j) Reference services (k) Statewide database licensing
8. Institutional library services	8(a) Correctional library services (e.g., jails and detention centers) (b) Hospital library services (includes long term care facilities, mental health hospitals, VA hospitals) (c) Prison library services
9. Intergenerational programs	There are no secondary descriptors.

PRIMARY/SECONDARY SERVICE DESCRIPTORS (continued)

10. Interlibrary loan	10(a) Document and materials delivery (b) Resource sharing
11. Library development	11(a) Community and user studies (b) Marketing/promotion of library services (c) Strategic planning
12. Literacy programs	12(a) Adult literacy (b) ESL programs (c) Family literacy
13. Mobile services	13(a) Bookmobile services (b) Cybermobiles (c) Daycare vans
14. Outreach services	14(a) Books-by-mail (b) Homebound services (c) Services to ethnic and cultural groups (d) Special needs services
15. Software and equipment	15(a) Adaptive technology (b) Computers & peripherals
16. Staff development, education and training	16(a) Customer services skills (b) Library science education and skills (c) Management skills (d) Technical skills
17. Technology infrastructure	17(a) Computer hardware and software (b) Integrated library systems (c) Intranets and extranets (d) LAN/WAN projects (e) Telecommunications and networking hardware and software
18. Training for the public	18(a) Computer training (b) Database training (c) Information literacy (d) Internet training (e) Technology training
19. Virtual library services	19(a) Portals and related Web projects (b) Virtual reference service (c) Virtual union catalogue

E. LIBRARY ORGANIZATION TYPES

The following are used to describe the libraries that have or are eligible to receive LSTA State Program sub-grants.

Type of library	Definition
Public	A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or in part, from public funds.
School	A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular information, and recreational needs of students, teachers, and administrators.
Academic	A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.
Special	A research library, which for the purposes of LSTA, means a library that (1) makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and (2) is not an integral part of an institution of higher education.
Multi-type	A group of autonomous libraries (library cooperatives, consortia, or library support organizations identified by the State as eligible for LSTA funds) joined together by formal or informal agreements to perform various services cooperatively, such as resource sharing, etc. Multi-Types should include two or more of the following categories of organization types: public, academic, school, or special libraries.
SLAA	A State Library Administrative Agency (SLAA) is the official agency of a State charged by the law of the State with the extension and development of public library services throughout the State.

F. TIP SHEET – CIRCULAR 87
COST PRINCIPLES - ALLOWABLE/UNALLOWABLE COSTS
Compiled by Michele Farrell, Senior Program Officer, IMLS 10/02

Generally Allowed Costs	Costs Generally Not Allowed
Accounting	Alcoholic beverages
Advertising & public relations	Bad debts
Advisory councils	Contingencies
Audit services	Contributions and donations
Automatic electronic data processing	Defense & prosecution of criminal and civil proceedings, and claims
Bonding costs	Entertainment
Budgeting	Fines and penalties
Communication	Fund raising and investment management costs
Compensation for personnel services	Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal costs
Depreciation and use allowances	General government expenses
Disbursing service	Idle facilities and idle capacity
Employee morale, health, and welfare costs	Interest
Equipment and other capital expenditures	Lobbying
Insurance and indemnification	
Maintenance, operations, and repairs	Under-recovery of costs under federal agreements
Materials and supplies	
Memberships, subscriptions, and professional activities	
Motor pool	
Pre-award costs	
Proposal costs	
Publication and printing costs	
Rearrangements and alternations	
Reconversion costs	
Rental costs	
Taxes	
Training	
Travel costs	

This handout is only meant to provide a quick overview. When deciding whether a cost is allowable, please refer to Circular A-87 for full legal details.

G. LSTA LEGAL REFERENCES -- http://www.ims.gov/whatsnew/leg/leg_mlsa.pdf

REGULATIONS

1. Nondiscrimination in Federally Assisted Programs - 45 CFR 1110
http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfr1110_99.html
2. Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities - 45 CFR 1170
http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfr1170_99.html
3. Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments - 45 CFR 1183
http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfr1183_99.html
4. Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants) - 45 CFR 1185
http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfr1185_99.html

OMB CIRCULARS

1. OMB Circular A-87 - Cost Principles for State, Local and Indian Tribal Governments
<http://www.whitehouse.gov/OMB/circulars/a087/a087-all.html>
2. OMB Circular A-102 - Grants and Cooperative Agreements with State and Local Governments
<http://www.whitehouse.gov/OMB/circulars/a102/a102.html>
3. OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
<http://www.whitehouse.gov/OMB/circulars/a110/a110.html>
4. OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations
<http://www.whitehouse.gov/OMB/circulars/a133/a133.html>
5. Standard Form 424b - Assurances for Non-Construction Programs
<http://www.whitehouse.gov/omb/grants/sf424b.pdf>
6. Standard Form 424d - Assurances for Construction Programs
<http://www.whitehouse.gov/omb/grants/sf424d.pdf>

GRANT-RELATED CIVIL RIGHTS AND ACCESSIBILITY

1. Department of Justice Civil Rights Page
<http://www.usdoj.gov/crt/cor/12250.htm>
2. ADA Regulations and Technical Assistance Materials
<http://www.usdoj.gov/crt/ada/publicat.htm>
3. IMLS Guidance - Making Museums and Libraries More Accessible
<http://www.ims.gov/grants/current/ADAREgs.pdf>
4. Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons
<http://www.ims.gov/grants/current/LEP.pdf>
5. IMLS Guidance - Reaching Persons with Limited English Proficiency
<http://www.ims.gov/grants/current/EnglishProf.pdf>

COMPLIANCE WITH OTHER LAWS

1. Native American Graves Protection and Repatriation Act of 1990
<http://www.cast.uark.edu/other/nps/nagpra/nagpra.dat/lgmc08.html>
2. National Historic Preservation Act of 1966
<http://www2.cr.nps.gov/laws/NHPA1966.htm>
3. National Environmental Policy Act
<http://www.epa.gov/epahome/policy.htm>
4. National and Scenic Rivers Act
<http://www.nps.gov/rivers/>
5. Coastal Zone Management Program
<http://www.ocrm.nos.noaa.gov/czm/welcome.html>
6. Environmental Protection Agency Clean Air Act of 1970
<http://www.epa.gov/reg50opa/defs/html/caa.htm>
7. Environmental Protection Agency Clean Water Act of 1977
<http://www.epa.gov/reg50opa/defs/html/cwa.htm>
8. Government Performance and Results Act
<http://www.whitehouse.gov/omb/mgmt-gpra/gplaw2m.html>
10. Children's Internet Protection Act (CIPA)
IMLS Statement on CIPA with a link to the Act
http://www.ims.gov/whatsnew/leg/protection_act.htm

H. EVALUATION METHODS

Table F1 – Evaluation Methods	
1.	Outcome-based Evaluation (OBE)
2.	Other (Include description with project narrative text)

What is outcome evaluation?

IMLS defines outcomes as benefits to people: specifically, achievements or changes in skill, knowledge, attitude, behavior, condition, or life status for program participants (“visitors will know what architecture contributes to their environments,” “participant literacy will improve”). Any project intended to create these kinds of benefits has outcome goals. Outcome-based evaluation, “OBE,” is the measurement of results. It identifies observations that can credibly demonstrate change or desirable conditions (“increased quality of work in the annual science fair,” “interest in family history,” “ability to use information effectively”). It systematically collects information about these indicators, and uses that information to show the extent to which a program achieved its goals. Outcome measurement differs in some ways from traditional methods of evaluating and reporting the many activities of libraries, but it helps communicate the value and quality of the work of libraries to many audiences (e.g., local funders, taxpayers, etc.) beyond IMLS. Outcome measurement answers the questions, “what difference do we make?” and “How are the lives of the project participants better as a result of the library’s program?”

Steps to incorporate outcomes evaluation:

1. In user satisfaction surveys, ask customers to indicate ways in which information from the library affected key decision-making areas.
2. Use focus groups and observation of the everyday work world of library customers. Identify observable and measurable behaviors or conditions. For example, a project designed to allow a library to share on-line history resources may have an intended outcome of increasing the comfort level of teachers with using the new on-line resources. The indicator is the # and % of teachers who report feeling at least 50% more at ease with using the new resource.
3. Keep a record of situations in which individual customers have told you about how they used information from the library. Ask the customer to send a brief email or note about it.
4. Use the interview method to fully understand a customer’s impressions or experiences.
5. Use the observation method to gather information about how a program actually works. This method can adapt to events as they occur.
6. Collect outcome information at specific intervals, e.g., every 6 months, at the end of an activity or phase, at follow-up, or at program start and end for comparison when increases in skill, behavior, or knowledge are expected.
7. Develop the outcomes strategy with key people and build an action time line.

EVALUATION METHODS (continued)

Creative thinking about outcomes measurement will lead to other methods for incorporating outcome measures into your evaluation practice. OBE online resources:

- <http://www.state.sc.us/scsl/lib/lsta.html> -- Outcome Based Evaluation (OBE) Forms and Resources – Click on the link, Performance Results Inc.
- <http://www.imls.gov/pubs/pdf/pubobe.pdf> -- Perspectives on Outcome-Based Evaluation for Libraries and Museums includes several examples of successful outcomes-based evaluations and offers a complete online and print bibliography.
- http://www.imls.gov/grants/current/crnt_obe.htm – This is the Outcome Based Evaluation section on the IMLS site.
- http://www.imls.gov/grants/current/crnt_obebasics.htm -- New Directives, New Directions: Documenting Outcomes In IMLS Grants To Libraries And Museums.
- <http://www.national.unitedway.org/outcomes/> -- From the United Way of America. An excellent overview of outcomes-based evaluation that includes a program outcome model and eight steps to success for measuring outcomes.

Other Evaluation Methods

Traditional methods document productivity—resources used, people served, services provided. Although statistics tell only a part of the story, they are still important and valuable.

- ♦ **Input measures** quantify the resources that libraries have available to provide library services, e.g., size of collection.
- ♦ **Output measures** quantify what libraries actually produce with the inputs, e.g., number of hits on a library's web site.

Through combining customer satisfaction measures with the above, libraries are able to show the human meaning of statistics.

***NOTE:** This section is adapted from articles appearing in the Winter 2002 (Vol. 24 # 4) issue of "Interface" and from IMLS workshop and training manuals.*

I. TIPS FOR THE DEVELOPMENT OF SUCCESSFUL LSTA PROJECTS*

What is "Success"?

- The project meets its objectives.
- The project is completed on schedule.
- The project is completed on budget.
- The project provides a lasting benefit and a positive impact to the target group.
- Project participants received beneficial skills or knowledge.
- Others are able to learn from the project.

Useful Tips...

1. Make sure the project has a comprehensive set of measurable objectives.
2. Don't neglect the need for detailed "implementation planning" including, at a minimum, a detailed project timeline and "milestones" for your project objectives.
3. Get started right away! Do not procrastinate.
4. Recognize that the most precious project resource is not money, but time. Maximize this resource through effective planning and delegation of responsibilities to the project team. Do not make it a one-person endeavor.
5. Prepare mentally for setbacks and problems (i.e., Murphy's Law). They will occur.
6. Take advantage of every opportunity to market your project. Realize that results are not enough. Work to generate enthusiasm for those results. Do not hesitate to promote the project.
7. Contact the State Library whenever there are questions or problems. The South Carolina State Library wants successful LSTA projects and staff are available to assist as needed!

**Adapted from text provided by IMLS.*

J. PUBLICIZING YOUR LSTA SUB-GRANT AWARD: GENERAL GUIDELINES

Sub-grantees must credit the South Carolina State Library and the Institute of Museum and Library Services in all related publications and activities held in conjunction with the use of sub-grant funds. Suggested wording follows:

This program is provided by the XYZ Library and funded by the South Carolina State Library under the Library Services and Technology Act, State Administered Program P.L. 108-81, as amended, through the Institute of Museum and Library Services.

Publication of this document is funded by the South Carolina State Library under the Library Services and Technology Act, State Administered Program P.L. 108-81, as amended, through the Institute of Museum and Library Services.

NOTE TO SUB-GRANTEES	<i>For projects funded by FFY04 program year funds, reference <u>P.L. 108 - 81</u></i>	<i>For projects funded by FFY05 program year funds, reference <u>P.L. 108 – 81, as amended</u></i>
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If the project results in a product, such as bibliographies, manuals, or videotapes, the product must be made available to the libraries in South Carolina through interlibrary loan or by the provision of a copy at no cost. The number of products and distribution will be determined in negotiation between the South Carolina State Library and the sub-grantee. Include IMLS and South Carolina State Library logos on brochures and other publicity materials. Logos are available online at <http://www.imls.gov/grants/current/logos.htm> or <http://www.state.sc.us/scsl/images/>.

“Getting the Word Out”

See web site http://www.imls.gov/grants/current/crnt_gwo.htm#mediatips

Your IMLS grant is recognition of excellence that should be shared with your community. As a recipient, you are required to acknowledge IMLS support and to take steps to extend the award’s impact on the community at large. These guidelines outline steps for telling your story to the local print and broadcast media and provide tips for dealing with the various types of media. Working with the media is one of the most economical ways to develop a strong positive presence with your community.

PUBLICIZING YOUR LSTA SUB-GRANT AWARD: GENERAL GUIDELINES (continued)

THE BASICS

1. **Prepare a news release.** It provides the who, what, when and where of your news. Often it is picked up by a newspaper and run in its entirety. In other cases it introduces a reporter to your news and provides a contact for getting more information.
2. **The Sample Release (p. 42) shows** a simple announcement of a grant award. One way to garner additional attention is to tie the announcement of your award to an event or to a current news issue. If you can link your announcement with other activities or events, you increase the chance of capturing media attention. Similarly, you can package your story in the context of other local or national issues by including a quote that ties your grant award to the larger issue.
3. **Develop a distribution list.** To reach the broadest audience, your list should include local newspapers, radio stations, television stations, and news and wire services. Address the release to the city editor or features editor at the newspapers and to the assignment editor at television and radio stations. If you don't know who these editors are, make a few phone calls to the news desks to identify the right people to receive your release. Determine how each outlet would like to receive its news, whether by fax, mail or e-mail.
4. You may also **use your news release to reach more targeted audiences.** Consider including any local community magazines, community calendar/notices listings, free community "advertisers," the tourism board, the convention center and the chamber of commerce.
5. **Issue your release.** Fax or email the release to daily papers, television and radio stations, and mail it to weekly papers and magazines.
6. **"Pitch" the story.** Follow up, by calling the media contact to confirm his or her receipt and to "pitch" your story. Present the facts quickly and emphasize why this will interest his or her readers or viewers. If there is interest you might offer to set up an interview with the director or a behind-the-scenes tour of your facility.
7. **Remember timing.** There are a variety of factors that determine whether your story will receive coverage. If there is a larger news event, hold your release for a quieter news day. The time of day and day of week are other factors to consider when you issue a release or call a reporter. The best time to reach a television news desk is in the morning, not in the late afternoon when they are preparing for their newscasts. Likewise, few news bureaus can do much with a release if it is issued at 4:00 p.m. on a Friday.

PUBLICIZING YOUR LSTA SUB-GRANT AWARD: GENERAL GUIDELINES (continued)

GETTING CREATIVE - Use the occasion of receiving an LSTA award to:

1. **Conduct editorial board meetings.** Educate your local newspaper editors about your institution and the important role it plays in your community. Arrange to go to their editorial board meetings. Take representatives of the public you serve such as: school teachers, leaders of local community groups like Girl/Boy Scouts, members of your museum or friends of your library, etc.
2. **Contact local news and talk shows.** Does your area have a morning news program that features taped segments? Invite reporters to broadcast or tape a story from your institution. Identify a spokesperson from your institution to appear on radio or television talk shows.
3. **Invite a State Library representative to participate in your public relations event.** .
4. **A picture is worth a thousand words.** Send out a visual with a caption to help tell your story.

Ten Ways to Make the Most of Your Award

1. Alert all the news media!
2. Share your success with your visitors.
3. Send a letter of congratulations to your board, members, friends and all in the community who support your institution.
4. **Hang a banner with the South Carolina State Library & IMLS logos to celebrate your accomplishment.**
5. **Write a feature story about this award for your newsletter, annual report or your website. Be sure to include a link to the South Carolina State Library (www.statelibrary.sc.us.gov) and the IMLS website for users to learn more about the award. (<http://www.imls.gov>)**
6. Notify your staff about this award and congratulate them.
7. Design a commemorative poster for display in your lobby.
8. Host a reception or open house for the community to learn about your programs and services and to help celebrate your award.
9. **Use the occasion of your LSTA award to write an editorial to highlight your service to the community.**
10. Send copies of press clips about the award to the South Carolina State Library and send photographs and stories about how you have benefited from the grant so that we can help share your story.

PUBLICIZING YOUR LSTA SUB-GRANT AWARD: GENERAL GUIDELINES (continued)

Sample News Release

For Immediate Release

Contact:

*(insert your institution's
contact name,
telephone number
and email address)*

South Carolina State Library

Contact:

State Librarian/Agency Director

(insert your institution's name) Awarded \$\$\$\$\$ LSTA Grant

(insert your institution's city) - Thanks to a grant awarded under the Library Services and Technology Act (LSTA) and administered by the South Carolina State Library, the *[institution's name]* will... *(describe how your institution will use the grant money for the benefit of your community.)*.

(insert a quote from your institution's director)

(insert a quote from the South Carolina State Library director)

QUOTE from James B. Johnson, Jr., Director, South Carolina State Library

"Because of the State Library's administration of these grants, public libraries are able to develop new and innovative services as well as expand existing programs. Although federal funds can in no way replace essential state and local funds, these grants continue to provide the "seed" money that allows library directors to deliver services to their communities and to justify continuation through local appropriations."

(use the "Program Statement" below)

PROGRAM STATEMENT

The South Carolina State Library's mission is to improve library services throughout the state and to ensure all citizens access to libraries and information resources adequate to meet their needs. The State Library supports libraries in meeting the informational, educational, cultural, and recreational needs of the people of South Carolina. The Institute of Museum and Library Services (IMLS) is an independent federal grant-making agency. Federal grants, administered by State Libraries, promote access to learning and information resources in all types of libraries, and are awarded to states under the Library Services and Technology Act (LSTA). States provide at least \$1 for every \$2 of federal support. The federal grants advance two primary goals: to provide technology and support for networking and resource sharing, and, to provide service to people in rural and urban areas who have difficulty using a library, with a special emphasis on the underserved. To learn more about the State Library connect to www.statelibrary.sc.gov and www.imls.gov for information on the IMLS.

J. GLOSSARY

Academic (library organization type) - A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution. [Online Dictionary of Library and Information Science]

Allotment year - see Fiscal year

Anecdotal info - Client stories, reports of comments, feedback, and observations about how people used the products or services of a project, especially how they benefited from them. The information reported in this section is informal in nature, whereas the information reported under Project outputs and Project outcomes comes from specific counts or measures. Any project can include anecdotal information, not just exemplary ones. It frequently helps to "put a face" on the project's work.

Applicant - The library, agency, organization or other qualifying institution submitting the proposal.

Budget Transfer or Revision - Required for any changes in the budget. Prior approval is required when a single change or the dollar amount of a number of cumulative changes exceeds 25% of the award.

Cash match - Amount of money the grant recipient and any partnering organizations put toward the project costs. For example: The Friends of the Library contributed \$1,000 for publicity materials; a service sorority contributed \$500 to purchase puppets.

(CFDA) Catalog of Federal Domestic Assistance - <http://www.cfda.gov/>

The online Catalog of Federal Domestic Assistance gives you access to a database of all Federal programs available to State and local governments (including the District of Columbia); federally-recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

Contractual Services - Professional services performed by an individual not on the library's regular payroll or who is not directly supervised by library staff. The application should include an explanation of all contractual services. The individual performing the services should submit an invoice or billing on his/her own letterhead. Copies of all contracts must be submitted. Contracts for services should be budgeted under "Other Expenditures."

GLOSSARY (continued)

Copyright - Sub-grant recipients are allowed to copyright works developed under the project; however, both Federal and State governments reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for Federal and State Government purposes: (a) the copyright in any work developed under a sub-grant, or contract under a sub-grant; and (b) any rights of copyright to which a sub-grantee or a contractor purchases ownership with sub-grant support.

County and/or Regional Library - A public library established by Section 4-9-35 South Carolina Code of Laws that serves free of charge all residents of a county and receives its financial support in whole or in part from public funds.

Eligible Costs - Funds must be expended solely for the purposes described in the approved project proposal or approved project revision. The State Library retains the right to deny reimbursement for items that are not described sufficiently in the proposal and attachments.

Equipment - The local definition of equipment should be used. If there is no local definition use the following:

1. Tangible non-expendable personal property having a life of more than one year and an acquisition cost of at least \$5,000. Applicants proposing to purchase equipment must include a list of all equipment to be purchased with the application.
2. Generally LSTA funds may not be used to replace equipment already owned or leased by an applicant except for bookmobiles and information technology. Exceptions to this are handled on a case-by-case basis.
3. Equipment shall be used by the sub-grantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency (45CFR 1183.32).
4. When acquiring replacement equipment, the sub-grantee may use the equipment to be replaced in trade-in or sell the property and use the proceeds to offset the cost of replacement property, subject to approval of the State Library.
5. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, the acquisition date and cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
6. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

GLOSSARY (continued)

Equipment (continued)-

7. When original or replacement equipment acquired under the sub-grant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:
 - Items of equipment with a current per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
 - Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Exemplary - Each SLAA can designate up to five outstanding projects supported with LSTA funds from a given fiscal year's allotment. These are the projects the State considers the best, worthy of imitation or had the most impact.

Exemplary reason - Describes the factors the State used to select the project as Exemplary, such as innovation and vision, impact on target audience, serving new population group, etc.

Federal Fiscal Year (FFY) - An SLAA is awarded an LSTA allotment each (FFY) Federal Fiscal Year, October 1 - September 30. That allotment can be used over a two-year period. The report filed by the SLAA will cover all the projects for which the allotment was expended. For example, the report filed in December 2004 covered all projects funded with the FFY2003 allotment from October 1, 2002 through September 30, 2004.

Federal Share - The ratio of grant funds to the total project cost. The Federal LSTA share should be no more than 66%. The non-Federal share (34%) shall be provided from non-Federal, state or local sources. Applicants having difficulty with local match are encouraged to contact the State Library.

Fiscal Officer - The staff member who is responsible for the financial records of the project on a day-to-day basis. This is the person who will serve as the contact for financial matters. In some cases it may be the same person as the project administrator.

Food and Beverages - The cost of food and beverages for programs and meetings are not an allowable cost.

Funding Period - The period of time when Federal funding is available for obligation by the sub-grantee.

GLOSSARY (continued)

Goal - A broad directional statement of emphasis or intent to do or accomplish something in the future.

In kind Contributions - The value of goods and services provided by the grant recipient towards the project. For example, a library might contribute photocopying, telephone service, or allocate some staff time.

Information Technology - The acquisition, installation, maintenance, or replacement of equipment necessary to provide access to information in electronic formats.

Institute for Museum and Library Services (IMLS) - The national agency responsible for administration of the Library Services and Technology Act. (LSTA)

Library Materials - Books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, computer software, materials designed specifically for the handicapped, and other materials added to the collection to be used by or to serve the public. Do not include materials acquired for administrative support. The application must identify the type of materials to be purchased, the quantity of each type of material, the area(s) of the collection, the unit cost and the total cost.

Library Organization Type - The SLAA reports on the types of libraries that requested and/or received LSTA grant funds from a fiscal year's allotment. The types of libraries are public, academic, school, special, multi-type, and SLAA.

LSTA Purpose(s) - Under the Library Services and Technology Act legislation, there are a number of purposes defined for which LSTA funds can be used. The law has six purposes. Condensed, they are Library technology, connectivity and services; Services for lifelong learning; Developing public and private partnerships; and Services to persons having difficulty using libraries.

Maintenance of Effort - Income received (and expended) from local tax sources for the current year must not be less than the expenditure of funds received from the same tax sources in the second preceding fiscal year. If actual expenditure of local tax funds fails to meet the level of expenditure of the second preceding fiscal year, the library has failed to meet this prerequisite for funding and may be required to return funds received.

Multi-type (library organization type) - A group of autonomous libraries (library cooperatives, consortia, or library support organizations identified by the State as eligible for LSTA funds) joined together by formal or informal agreements to perform various services cooperatively, such as resource sharing, etc... Multi-Types should include two or more of the following categories of organization types: public, academic, school, or special libraries.

GLOSSARY (continued)

Non-Reimbursable Expenditures - Includes any expenditures for activities not budgeted in the approved sub-grant, any expenditures that were obligated or were incurred prior to the approval of the project and/or project revision, and any expenditures that exceed any budget categories by more than 25% without prior approval.

Objective - A desirable specific product or result that is measurable, attainable, understandable, and time based. It is a way of measuring progress toward reaching a goal.

Other Expenditures - For sub-grant purposes, "Other Expenditures" include contractual services, travel, supplies (both office and program supplies), printing, postage, training, and all other costs except personal services, library materials and equipment. The application narrative must provide a breakdown and justification for each "Other" expenditure.

Other Project Results - Results not documented in Project outputs or Project outcomes.

Outcome Based Evaluation (OBE) - An evaluation process that provides information about the degree to which a project has met its goals in terms of creating benefits for individuals in the form of skills, knowledge, behavior, attitude, status, or life condition.

Partnership - Collaboration between a library and one or more external departments, agencies, organizations, etc., for the mutual benefit of all the participants.

Performance Categories - Established for IMLS' strategic plan, the six Performance categories describe the strategic areas on which IMLS grant funds are focused. The six Performance categories are: Education; Access; Tools for the future; Families and children; Communities; Cultural heritage.

Personal Services - This includes salaries, wages, and associated fringe benefit-costs. Contracts for services should be budgeted in the "Other" budget category. Sub-grant funds may not be used to replace other personal services funds. The application narrative must provide a breakdown and justification for all Personal Services. Copies of position description(s) for each position funded with sub-grant funds must accompany the application. A list of each position included in the matching funds with estimates of time and cost of each position should also be provided.

Persons Served - The number of persons who used or benefited directly from the services under the project. This number should not include the total population of the service area or the potential population to be reached. Ideally, each person should be counted only once even though he or she may have used the service several times.

GLOSSARY (continued)

Primary Service – Sub-grantees select up to three terms that reflect the kind of service that was the focus of the project being reported. Some Primary service descriptors have subsets of Secondary service descriptors, which may also be selected. See Appendices.

Primary Users - This category and the related Secondary users includes descriptors for the target audiences for a given project. Sub-grantees select up to three primary users. Some primary users have subsets of Secondary user descriptors, which may also be selected. See Appendices.

Printing (see also Publications) - Materials printed/produced such as newsletters, flyers, bibliographies, materials for workshops or distribution. When materials are printed and those costs are claimed as part of the project (matching funds as well as sub-grant funds), include a copy of the item(s) produced with the request for payment. When materials are published and those costs are claimed as part of the sub-grant (matching funds as well as LSTA funds) a copy of the publication should be submitted with the request for payment. Permanent products should acknowledge the role of LSTA in the program. The following wording or similar wording may be used to fulfill this requirement:

“Printed with Library Services and Technology Act (LSTA) state administered Program, P. L. 108-81, as amended, funds granted by the South Carolina State Library through the Institute of Museum and Library Services (IMLS). However the contents of this publication do not necessarily represent the policy of the State Library or the Institute of Museum and Library Services, and endorsement by the State or federal government should not be assumed.”

Prior Approval - Written approval by the director of the South Carolina State Library or his representative.

Procurement - All goods and services purchased with sub-grant funds must conform to applicable federal law and standards (34 CFR 80.36), South Carolina Law (Act 283 of 1975), and local requirements.

Project – A new or ongoing activity for which LSTA grant funds were used in a given two-year grant award period.

Project Activities/Methods - Describe how the project was carried out. For example: How many workshops were conducted? How was the service promoted? How were digital images from a historical collection captured, cataloged and made accessible?

GLOSSARY (continued)

Project Administrator/Director - The staff member that will be responsible for managing the project on a day-to-day basis. This staff member is also responsible for preparing reports and will serve as the project contact person.

Project Period - The period established in the award document during which LSTA funds may be expended.

Project Number – The South Carolina State Library assigned project identification number.

Project Outcomes - Outcomes measured during evaluation are reported for a specific project. Project outcomes are a change in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part by experiencing the project. A description of the ways outcome information was gathered, such as through a survey, pre- and post-tests given in training, or other systematic measures of intended outcomes should also be reported.

Project Purpose - Answers the questions: what we do, for whom, and for what expected outcome or benefit.

Publications (see also Printing) - Brochures, books, pamphlets, films, filmstrips, slide presentations, videos, etc., created as part of the sub-grant must include an acknowledgment that LSTA funds administered by the South Carolina State Library were used in their production. When materials are published and those costs are claimed as part of the sub-grant (matching funds as well as LSTA funds), include a complete copy of the item produced with the request for payment. On permanent products the acknowledgment should be placed in a prominent location. The following wording or similar wording may be used to fulfill this requirement:

"Printed with Library Services and Technology Act (LSTA) state administered Program, P. L. 108-81, as amended, funds granted by the South Carolina State Library through the Institute of Museum and Library Services (IMLS). However the contents of this publication do not necessarily represent the policy of the State Library or the Institute of Museum and Library Services, and endorsement by the State or federal government should not be assumed."

If the grant project results in copyrightable materials, the grantee or any subcontractor of the grantee is free to copyright the work. However, the State Library and the federal government reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for government purposes.

GLOSSARY (continued)

Public (library organization type) - A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or in part, from public funds. [National Center for Education Statistics; U. S. Department of Education] [Those libraries identified as public libraries in state law.]

Repair and Maintenance - Maintenance charges for equipment purchased under the sub-grant (not to exceed one year contracts) to keep equipment in good operating conditions can be paid with sub-grant funds. Operation and maintenance of equipment costs is a local responsibility after the conclusion of the project. Exceptions to this will be handled on a case-by-case basis.

School (library organization type) - A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular information, and recreational needs of students, teachers, and administrators. [National Center for Education Statistics; U. S. Department of Education]

SLAA (library organization type) - A State Library Administrative Agency (SLAA) is the official agency of a State charged by the law of the State with the extension and development of public library services throughout the State. [20 USC § 9122 (5), The Library Services and Technology Act]

Special (library organization type) - A research library, which for the purposes of LSTA, means a library that (1) makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and (2) is not an integral part of an institution of higher education. [20 USC § 9122 (2) (D)]

SFY - State fiscal year, July 1 - June 30.

Statewide - Refers to programs or projects that have the entire State's population as potential beneficiaries; a general service made available to all residents of the state, as compared to one that serves a specific, and smaller, target audience. Statewide projects are usually administered by the SLAA, such as interlibrary loan, a summer reading program, electronic databases, or technology that facilitates local computer use.

State Goal - A goal established by the SLAA in their Five-Year Plan.

Sub-grant - Any LSTA grant awarded by the SLAA to another qualified applicant such as a library or other organization. [An award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible sub-grantee. 45 CFR Part 1183.3 Definitions]

GLOSSARY (continued)

Sub-grantee - A qualified organization that receives an LSTA grant award from the SLAA. [The government or other legal entity to which a sub-grant is awarded and which is accountable to the grantee for the use of the funds provided. 45 CFR Part 1183.3 Definitions]

Supplies - All tangible personal property other than equipment.

Target Group - The people who are to be served by the project. The narrative should include a description of the people to be served and their need for the services. Include the total number of people in the target population and an estimate of the number in the target group who will be (or were) served by the project. (Example: If the project is targeting pre-school children, the applicant would enter the total population under 6 years of age in the service area and the number of children under 6 years of age that will be [were] served).

Total Project Cost – Results from the addition of LSTA funds and the cash match.

Travel - Reimbursement for mileage, meals, and hotel/motel billings in direct support of project objectives is limited by the State of South Carolina rates in effect at the time the expense is incurred; however, libraries may not reimburse for travel associated with sub-grant activities at a rate that is greater than that allowed for other library activities. Supporting documentation for travel must be submitted on forms provided by the State Library or local forms providing the same information. All travel should be discussed with the designated Project Consultant prior to submission of the application.

Users – The people who used the products or services provided under an LSTA-funded project.

A	
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K. SOUTH CAROLINA STATE LIBRARY LSTA SUB-GRANT PROJECT FORMS

Throughout the LSTA Sub-Grant process, applicants and award recipients are required to submit certain forms. **For the most current version of a form, use online fillable forms at www.statelibrary.sc.gov/lib/funding.html.**

1. Project Application
2. Request for Transfers or Revisions in LSTA Project Budgets
3. Request for Payment
4. Personal Services Requisition
5. Personal Services Report
6. Travel Support Document
7. Report and Evaluation Document
8. Sample Award Notice (FFY05 Funds)
9. Internet Safety Certification & Instructions for Applicant Public Libraries – CIPA - Program Year 2005 Funds